

Wisconsin.gov Job Seeker User Guide

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What benefits does the www.wisconsin.gov site offer?

Posting job opportunities at www.Wisconsin.gov offers many new features and advantages for both employers and job seekers, including:

- Immediate "real time" vacancy postings and updates
- Customized employer profiles and e-mail and website links
- Ability to post all jobs, not just academic positions
- Resume searches for employers
- Advanced job search capabilities
- Resume postings by job seekers
- Significant marketing and promotion resources by the State of Wisconsin
- Each registered Employer will be treated as a distinct entity with unique contact people and access only to its own job postings. Each school may register as a separate Employer

How can I search for a job by City?

DPI's job site let me search by City. How can I do that on this Employment Site?

To search by a specific city you can use the Search Jobs feature and type in the city as a keyword.

If you prefer, you can use the Advanced Search. To do this, select the Advanced Search from the button on the top of the Job Search page.

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When using the Advanced Search form, three options are available to search by city. Keyword, Metro Area, and the City field. Metro Area will include surrounding area communities. **Metro Areas Listed:** Madison, Milwaukee, LaCrosse, Wausau, Superior, Eau Claire, Fox Valley, Green Bay, Sheboygan, and Racine. If you do not get the results you expect because the city of your choice does not appear in the Metro Area, enter the city directly in the City or Keyword field.

How can I search for a job by Position Category?

DPI's Job site let me search by Position Category. How can I do that on this Employment Site?

Enter the position category information in the Keyword field and/or use the Select Category Types function. You can accomplish this type of search by using either the Search Jobs page or the Advanced Search page. When DPI job postings were incorporated into this Employment Site, text in the DPI Position Category field was included in the new Job Description field. This field is used for search criteria for Keyword searches.

Select Category Types:

Step 1:

Select the Category of your choice then click the "View" button to display your selection. By default the General Industry Categories are displayed. You can preview the list of General Industry Categories and Education Position Categories on the Search Jobs web page.

Step 2:

To refine your search by your Category choice, scroll to see selections and click on up to five choices. To select multiple choices, hold down the Ctrl key while clicking on selections.

For example: If you are searching for teaching positions select "Education, Training and Library" for the Job Category, this will provide you with a listing of all the positions related to this particular category. You may select up to five categories. If you prefer, you can refine your search further by selecting the Education Position Categories. Selecting the Education Position Categories refines your search to the Education, Training and Library General Industry Category then provides you with 22 expanded categories directly related to Education Position Categories.

DPI's Job site let me display the entire job listing or create a .RTF file of the entire job listings. How can I do that on this Employment Site?

You can get a complete list of available teaching jobs from both the Search Jobs page and the Advanced Search page. Do not enter anything in the Keyword field and only select "Education, Training and Library" as the Job Category. Keep in mind that there are a large number of jobs in the database. Depending on the type of connection you have, this may take a while. Please be patient.

The list of jobs will show the Job Title, Employer Name, City, and Date Posted. Click on the Job Title to see the detail for that employment opportunity.

To print a complete list of active Education Position Categories listings click the "Printable Listing" hyperlink on the Job Seeker Search page. You will have the option to view and print the listings in the .pdf file format.

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DPI's job site let me search jobs by School District or Agency. How can I do that on this Employment Site?

That functionality is not presently available on this site. This functionality may be incorporated in the next update to this system. If this is especially important to you, please share your information with us by completing the [Employment Site Feedback Form](#).

How was the information contained in the Job Listings posted at the DPI Jobs Site converted to the new Wisconsin.gov website?

All active job postings at the DPI website as of February 22nd were moved to the Wisconsin.gov website. The following table shows where data in the DPI site was placed in the Wisconsin.gov employment database.

DPI	Wisconsin.gov
Description	Job Description
Start Date	Job Description
Position Category	Job Description
Classification	Status
To Apply	How To Apply
Job Category for all jobs	Job Category "Education, Training, and Library"